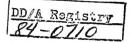
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MEMORANDUM FOR:	Executive Director	
VIA:	Deputy Director for Administration	
FROM:	Director of Training and Education	25X1

Confirmation to Speak to Management Development

1. Thank you for accepting our invitation to speak to the Management Development Course designed for first-line Agency supervisors. To reconfirm, you are scheduled to speak to the class on Friday, 16 March at 1330 in room 507, Chamber of Commerce Building. We would appreciate your giving the class the benefit of your thoughts on the role and importance of the first-line supervisor in the Agency. We have set aside an hour for this but the schedule has sufficient flexibility for you to take either more or less time, depending on your needs.

Course, 16 March 1984

SUBJECT:

2. For your information, a copy of the class roster and a course schedule are attached. If you have any questions, please contact one of the course chairmen,

Management Training Branch, Management and Administrative
Training Division, OTE, on extension

25X1

Attachments

UNCLASSIFIED WHEN SEPARATED FROM ATTACHMENTS

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DCI EXEC REG P-316

25X1

SUBJECT: Confirmation to Speak to Management Development Course

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